

MINUTES OF THE CANANDAIGUA CITY COUNCIL MEETING
ORGANIZATIONAL MEETING
TUESDAY, JANUARY 2, 2018, 7:00 P.M.
City Council Chambers

Mayor Polimeni called the meeting to order at 7:00 p.m.

Pledge of Allegiance

Roll Call:

Members Present:

Councilmember Ward 1 Nick Cutri
Councilmember Ward 2 Robert Palumbo
Councilmember Ward 4 Renée Sutton
Councilmember-at-Large Robert O'Brien
Councilmember-at-Large James Terwilliger
Councilmember-at-Large Stephen Uebbing
Councilmember-at-Large David Whitcomb
Mayor Ellen Polimeni

Members Absent:

Councilmember Ward 3 Karen White (Excused Absence)

Also Present:

City Manager John D. Goodwin
City Clerk-Treasurer Nancy C. Abdallah
Assistant City Manager Rob Richardson
Corporation Counsel Terence Robinson, Boylan Code

Organizational meeting:

City Council Rules and Procedures:

Councilmember-at-Large Whitcomb moved to adopt the City Council Rules and Procedures for the 2018-2019 City Council term. Council Member Ward 1 Cutri seconded the motion.

Attachment A: City Council Rules and Procedures

Discussion:

Mike Yarger, Rochester NY – asked about the rules in using “Calling to Question”. Under Roberts Rules of Order, this should be voted on by City Council and that has not happened. Corporation Counsel Terence Robinson, Boylan Code stated that City Council is not bound by the Roberts Rules of Order. Mayor Polimeni explained that “Calling to Question” is used by the Council to prevent repeated discussion on the same points.

Vote Result: Carried unanimously by voice vote (8-0).

Designation of Official Newspaper:

Councilmember Ward 4 Sutton moved to designate the Daily Messenger as the official City newspapers. Councilmember-at-Large Uebbing seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0)

Election of City Council President:

Council Member Ward 1 Cutri moved to nominate Councilmember-at-Large Terwilliger as Council President. Council Member Ward 2 Palumbo seconded the motion

Vote Result: Carried unanimously by voice vote (7-0) with Councilmember-at-Large Terwilliger abstaining.

Appointment of City Historian:

Councilmember-at-Large Uebbing moved to nominate Lynn Paulson as City Historian. Councilmember-at-Large Whitcomb seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0)

Appointment of Standing Committee:

Mayor Polimeni appointed the following:

Planning/Development:

Chair – Councilmember-at-Large O’Brien
Council Member Ward 2 Palumbo
Councilmember-at-Large Uebbing
Councilmember Ward 4 Sutton

Environmental/Parks Committee:

Chair – Councilmember Ward 3 White
Councilmember Ward 4 Sutton
Council Member Ward 2 Palumbo
Councilmember-at-Large Whitcomb

Ordinance/Charter Review:

Chair – Councilmember-at-Large Whitcomb
Councilmember-at-Large Terwilliger
Council Member Ward 1 Cutri
Councilmember Ward 3 White

Finance/Budget:

Chair – Councilmember-at-Large Terwilliger
Councilmember-at-Large O’Brien
Councilmember-at-Large Uebbing
Council Member Ward 1 Cutri

Planned Unit Development (PUD):

Chair-Councilmember-at-Large Whitcomb
All Councilmember

Watershed Council:

Mayor Polimeni

Appointment of Special Committee:

Business Improvement District (BID) Board:

Councilmember-at-Large Whitcomb moved to nominate Matt Martin as the City Council representative to the BID Board. Councilmember-at-Large Terwilliger seconded the motion.

Vote Result: Carried unanimously by voice vote (8-0)

Other Appointments to BID Board:

- Mayor's appointment – Stephen Cole
- City Manager's appointment- Rick Brown, Director of Planning and Development

Composting Committee (TBA)

Establishing Time for Regularly Scheduled Meetings:

City Council Meetings will be held the first Thursday of the month at 7:00 p.m. with a second meeting of the month scheduled as needed, except for the January Organization Meeting which is held on the first business day of the year.

Establishing Committee Times:

All Committee meetings will be held at Wood Library in 2018.

Planning – 1st Tuesday

Environmental – 2nd Tuesday

Ordinance – 3rd Tuesday

Finance – 4th Tuesday

Resolutions:

Resolution #2017-112:

Moved: Councilmember-at-Large Terwilliger

Seconded: Council Member Ward 2 Palumbo

**A RESOLUTION AUTHORIZING THE CREATION OF THE
ASSISTANT CITY MANAGER POSITION**

WHEREAS, the City of Canandaigua desires to add a position to support the City Manager but the previous Assistant Manager position was classified in the Competitive Class; and

WHEREAS, the City of Canandaigua filed Form MSD 222, a New Position Duties Statement in accordance with Civil Service Law; and

WHEREAS, the Ontario County Department of Human Resources made a complete analysis of said duties, responsibilities and minimum requirements; and

WHEREAS, in accordance with the provisions of the Civil Service Law, Section 22, it was determined that the appropriate Civil Service title for the position described is “Assistant City Manager,” and that said position be placed in the Non-Competitive (Confidential and Policy Influencing) classification; and

WHEREAS, the creation of this position was included in the 2018 Fiscal Year Budget approved at the City Council meeting held December 7, 2017;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Canandaigua hereby authorizes the creation of the Assistant City Manager position in the Non-Competitive (Confidential and Policy Influencing) classification pending jurisdictional classification by the New York State Civil Service Commission.

Discussion:

Mike Yarger, Rochester NY – Is opposed to this position, not the person holding the position, because he does not feel a City this size does not need an assistant. He feels there are more critical positions that should be filled before this one, such as a firefighter. City Manager John D. Goodwin responded that this position would respond to residents, write grants, resolutions and work with City Council. Also, cities our size do have assistants and the work level would support such a position. Councilmembers commented that requests are often made by City Council that require extensive research as well as recognizing the many demands placed on the City Manager’s office.

The motion CARRIED UNANIMOUSLY on the following vote:

AYES: Council Member Ward 1 Cutri, Council Member Ward 2 Palumbo, Councilmember Ward 4 Sutton, Councilmember-at-Large O’Brien, Councilmember-at-Large Terwilliger, Councilmember-at-Large Uebbing, Councilmember-at-Large Whitcomb and Mayor Polimeni.

NOES: None

Miscellaneous:

Roundtable discussion on looking forward over the next two years.

Mayor Polimeni read a letter from Thompson Health thanking City employees Bob Murphy and Billy Wilkes who came out on Christmas morning to respond to a water main break at MM Ewing Continuing Care Center. They worked for 12 hours in the cold weather without complaint. Mayor Polimeni thanked all the dedicated employees who work for the City of Canandaigua.

Adjournment:

Councilmember Ward 4 Sutton moved to adjourn at 7:45 P.M. Councilmember-at-Large Terwilliger seconded the motion.

Vote Result: Carried unanimously by voice vote.

Nancy C. Abdallah
City Clerk-Treasurer

ATTACHMENT A

CANANDAIGUA CITY COUNCIL RULES AND PROCEDURES

1. ORGANIZATION

The City Council shall consist of the Mayor and eight Councilmembers, one to be elected from each of the City's four (4) Wards and four (4) to be elected from the City at large. The members of the City Council shall meet biennially on the first Monday of the year or, if that day is a Public Holiday, on the next day thereafter, and organize. They shall, at said organizational meeting, elect a President of the City Council from their number, whose term of office shall expire with that of his/her term of office as a Councilmember and said President shall preside over all meetings of the City Council in the absence of the Mayor and have a voice therein. At all meetings of the City Council, the Mayor, when present, shall preside and have a voice therein.

2. CLERK

The City Clerk/Treasurer shall be the Clerk of the City Council.

3. MEETINGS

The City Council shall hold at least one (1) regular meeting each month of the calendar year; the day and time to be decided upon at the organizational meeting. The City Council shall hold adjourned or special meetings in its chambers or location that is otherwise designated, at such times as it shall designate. The Mayor, or in his/her absence, the President of the City Council or a majority of its members may call a special meeting by causing a written notice thereof, specifying the date, time and the object thereof, to be served by the City Manager, or his/her designee, upon each member personally at least three (3) hours before the time specified in such notice for such meeting or by mail or electronic mail directed to the member of the Council at his place of residence or place of business at least twelve (12) hours before the time specified in such notice for said meeting.

4. **VOTING**

- a. Each member of the City Council shall vote on every duly offered and properly seconded motion.
- b. The order of voting will be as follows:
 - (1) The Councilmember representing the First Ward.
 - (2) The Councilmember representing the Second Ward.
 - (3) The Councilmember representing the Third Ward.
 - (4) The Councilmember representing the Fourth Ward.
 - (5) Each of the four (4) Councilmembers-at-Large.
 - (6) The Mayor.
- c. A member of the City Council will be excused from voting by the presiding officer, only if, in the judgment of the presiding officer or the Corporation Counsel, such vote would be in a conflict of interest of the Councilmember.
- d. No motion shall be discussed or put to vote unless properly seconded. When a motion is properly seconded, it shall be stated by the presiding officer before discussion.
- e. After motion is stated, it shall be before the Council, but may be withdrawn at any time by the member who offered the motion before decision or amendment.
- f. When a motion is under discussion, no motion shall be honored except a motion to amend, to put it to vote, to lay it on the table or to adjourn the Council.
- g. A motion to adjourn, properly seconded, is always in order.
- h. A roll call vote shall be called and recorded on all motions or Resolutions involving the expenditure of funds (money).
- i. Affirmative vote of at least five (5) members of the Council shall be necessary to adopt any Local Law, Ordinance, Resolution or Order.

5. **COMMITTEES**

The Mayor, for the purpose of aiding and assisting the City Council and City Manager, shall appoint the following ~~Standing~~ *Advisory* Committees at the time of the organizational meeting:

- a. Finance/Budget Committee
- b. Ordinance/Charter Review Committee
- c. Environmental/Parks Committee
- d. Planning/Development Committee

Note: The Mayor and City Manager shall be members ex-officio of any and all appointed committees.

6. **CONDUCT OF COUNCIL MEETINGS**

- a. Six (6) members of the City Council will constitute quorum.
- b. Order of Business
 - (1) Pledge of Allegiance
 - (2) Roll Call
 - (3) Review of Core Values
 - (4) Approval of Minutes of last regular meeting.
 - (5) Recognition of Guests
 - (6) Committee Reports
 - (7) Resolutions
 - (8) Ordinances
 - (9) Local Laws
 - (10) Manager's Report
 - (11) Miscellaneous
 - (12) Adjournment.

- c. The presiding officer shall preserve order and decorum.
- d. Each member, prior to his speaking, shall raise his hand and await recognition from the presiding officer and address himself to the presiding officer.
- e. No member shall speak more than once on any question until every member wishing to speak shall have spoken.
- f. Any and all members called to order by the presiding officer shall immediately come to order.
- g. Any citizen shall have the right to come before the City Council at any meeting to speak on any subject before the Council or to request information or action on any City matter. All meetings and proceedings of the City Council shall be public except as designated by State law. A person wishing to address the Council must:
 - (1) Be recognized by the presiding officer.
 - (2) After recognition, state his or her name and address.
 - (3) Present any information or request action in a polite, businesslike manner.
 - (4) Be seated and silent upon request of the presiding officer.
- h. All questions of order not covered by the Rules of City Council shall be decided by the Corporation Counsel based on the provisions of Robert's Rules of Order.